

How to use the Electronic Filing Software (EFS) to Update the Financial Crimes Enforcement Network (FinCEN) and Emergency Contacts:

Office of Thrift Supervision

Contact information:

All changes to the FinCEN 314(a) point of contact information must be made within the OTS Electronic Filing System (EFS). The EFS is the software application used to prepare and transmit the Thrift Financial Report and HOLA (Home Owners' Loan Act) 10(i) reports. You can update your information within EFS by clicking on System - Thrift Contact Information from the menu bar and selecting the FinCEN Contacts tab. Upon next data transmission to the OTS, the updated FinCEN point of contact information will be made available to FinCEN. FinCEN contacts will have access to the FinCEN 314(a) website and will be able to download the FinCEN 314(a) information requests.

Inside EFS, click on the System menu drop down, select Thrift Contact Information and the following screen will be available:

Office of Thrift Supervision - Thrift Contact Information

Emergency Contacts | **FinCEN Contacts** | Thrift Regulatory Contact | Holding Company Regulatory Contact

FinCEN 314(a) Contact Instructions :

Pursuant to CEO memo #168, please enter the contact information for your thrift's recipient of FinCEN 314(a) requests. The FinCEN contact is usually the Compliance Officer. Please provide e-mail address(es) and fax number(s) unless there are none available or you want the 314(a) requests faxed to the institution. This information is for the confidential use of the Agencies and will not be released to the public. The e-mail address(es) will determine access to the FinCEN 314(a) Secure Information website and will receive from FinCEN a biweekly e-mail reminder to visit the website.

Save Cancel Print

Primary Recipients | Additional Recipients

Primary Recipient of FinCEN 314(a) Requests

Name : Doris Jackson
Title : Administrative Technician
Phone : (866) 314-1744 Fax : (972) 277-9596
E-mail : efs-info@ots.treas.gov

Secondary Recipient ☐ Not Available

Name :
Title :
Phone : Fax :
E-mail :

Office of Thrift Supervision - Thrift Contact Information

Emergency Contacts | **FinCEN Contacts** | Thrift Regulatory Contact | Holding Company Regulatory Contact

FinCEN 314(a) Contact Instructions :

Pursuant to CEO memo #168, please enter the contact information for your thrift's recipient of FinCEN 314(a) requests. The FinCEN contact is usually the Compliance Officer. Please provide e-mail address(es) and fax number(s) unless there are none available or you want the 314(a) requests faxed to the institution. This information is for the confidential use of the Agencies and will not be released to the public. The e-mail address(es) will determine access to the FinCEN 314(a) Secure Information website and will receive from FinCEN a biweekly e-mail reminder to visit the website.

Save Cancel Print

Primary Recipients | Additional Recipients

Additional Recipient ☐ Not Available

Name :
Title :
Phone : Fax :
E-mail :

Additional Recipient ☐ Not Available

Name :
Title :
Phone : Fax :
E-mail :

Saving the contacts will automatically close the Contact screen. To send the updated FinCEN information to the OTS, do the following:

Click on "Transmit" from the main screen

Click on the check box "Send a Message to OTS"

Click "Next"

Click on a check box to choose the report type you want to send the message in for
(if the current cycle is closed, use the COF as the report type of the message)

Type in a message: (i.e. Updated FinCEN contact information).

Click "Next"

Click on "EFS Net"

Click on "Login in to OTS via you internet connection"